

**Personnel Wage Board**

**March 4, 2015**

**Town Hall**

**5:30 PM**

**Committee Members in attendance:**

Paul DeFazio, Nancy Bacher, Thom Freeman, Vivian Pitts

**Staff in attendance:**

Mary Beth Bernard, Lisa Sinkus, Bill Keegan, Marsha Armando

The meeting was called to order at 5:35 p.m.

**Discussion:**

Mary Beth Bernard notified the committee members that new Town Counsel had been chosen by the Board of Selectmen. Counsel has been informed of the Personnel Bylaws, the positions covered and the compensation codes.

If the Steelworker's Union is not formed by Town Meeting (May 11), the red-lined edited items in the draft Bylaws will need to be edited back in to the document and put forward with a 2% increase in salaries. It is not yet known if the union will be formed; three more meetings are scheduled. If no agreement is completed by May Town Meeting, it will need to go to a Special Fall Town Meeting.

Mary Beth Bernard and Bill Keegan would like to work on the Vacation Policy. The goal is to have employees accrue vacation in real time.

Lisa Sinkus gave an example of how the current vacation policy works, as a new employee cannot use vacation time for one year, but can borrow against time will have after year of service.

Ms. Bernard explained that in order to change from the current policy to the new policy, there would be a group of "extra time" for current employees that would be used in 25% increments over a four-year period.

It was stated that the new policy would be able to attract professional employees, and although it may be difficult accounting issue to begin with, it would be better for all in the long run.

If the union does become effective, this new policy would cover approximately 9 employees.

There was then discussion regarding the sick leave policy and the "Sick Leave Buy Back" (currently on page 11 of the Personnel Bylaws). Presently, employees who are eligible to retire after continuous employment are paid a percentage of the value of the unused sick time, not to exceed 264 days.

Returning to the Vacation Policy, it was clarified that it is an accrual policy, and an employee would be able to carry over up to two weeks unused vacation per year. It was agreed that the policy seems fair.

There was a question if the Town ever had Short-term Disability or Long-term Disability insurance. Vivian Pitts noted that many years ago, that was offered. Mary Beth Bernard stated that in the future, they are looking to do a town-wide, self-pay, voluntary disability offering, most likely with a choice of pre-tax or post-tax withdrawal.

Regarding other policies, Mary Beth would like to prepare a "Code of Conduct" policy. Nancy Bacher suggested an Internet Policy. Mary Beth stated that there currently is no Social Media Policy, so that would have to be started, and she has also created a CORI Policy for the Town.

Bill Keegan asked if all of these policies should be in a policy book, or located in the Bylaws, as are currently noted. Mary Beth stated that many towns have a policy book. If there needs to be a change to a policy, which is located in the Bylaws, currently need to go to Town Meeting to have it changed.

Mary Beth noted that the Personnel Bylaws can state that there will be a Personnel Wage Board who will advise and review all policies, establishing the oversight of the PWB.

Paul DeFazio stated that he would prefer have a Policy Book versus the policies in the Bylaws.

Policies would need to be extracted from the Bylaws to form the Policy Book.

**Action Items:**

- Draft vacation policy, CORI Policy
- Look at current Bylaws inconsistencies within the document and make edits.
- Inform other employees about PWB meetings, if they would like to attend to discuss policies.

Next meeting scheduled for March 25 at 5:30pm.

The Meeting ended at 6:33 p.m.